



California Arts Council

State-Local Partnership Program
1998-99 Guidelines and Application
Postmark Deadline: January 23, 1998

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California Arts Council



Pete Wilson
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Email: cac@cwo.com

Office Hours

8 a.m. - 5 p.m.
Monday through Friday

Purpose: The California Arts Council (CAC), a state agency, was established in January 1976 to encourage artistic awareness, participation, and expression; to help independent local groups develop their own arts programs; to promote employment of artists and those skilled in crafts in the public and private sector; to provide for exhibition of artworks in public buildings throughout California; and to enlist the aid of all state agencies in the task of ensuring the fullest expression of our artistic potential.

The Agency: The Director is the Chief Executive Officer and reports directly to the Governor. The Director and Deputy Director for Partnerships are appointed by, and serve at the pleasure of the Governor. The Director and Deputy Director manage a professional staff headquartered in Sacramento.

The Council: The appointed Council of the CAC consists of 11 members who serve four-year staggered terms. The Governor appoints nine members; the Legislature appoints two. Council members serve without salary, elect their own chair, and meet throughout the state to encourage public attendance. This body has final approval of CAC grants.

Mission: The mission of the CAC is to make quality art reflecting all of California's diverse cultures available and accessible; to support the state's broad economic, educational, and social goals through the arts; to provide leadership for all levels of the arts community; and to present effective programs that add a further dimension to our cities, our schools, our jobs, and our creative spirit.

Funding: The CAC is a taxpayer-supported agency, funded primarily from the state's annual budget process, supplemented with funds from the National Endowment for the Arts. Its grants are usually matched by foundations, individuals, earned income, government agencies, or other organizations.

Information Access: Due to the Public Records and Open Meeting Acts, applications and their attachments are not confidential and may be requested by the media and/or public. Observers may attend but may not comment on, participate in, or in any way interfere with panel meetings. Contact the CAC for meeting dates and locations.

Grants Panels: Applications are evaluated by panels of experts, recognized in their respective fields, who rank applications according to program criteria. The CAC staff provides information but not recommendations to the panel. The appointed CAC reviews panel recommendations before making final funding decisions.

Appeal Process: Appeals to CAC funding decisions must be submitted on an official Appeal Form, available from the CAC, and postmarked within 45 days of the decision. Appeals are heard only on the following grounds:

1. Assessment based on a misstatement of factual information as contained in the application such that it negatively influenced the panel's assessment of the applicant's request for funding; and/or
2. Incorrect processing of the required application materials such that it negatively influenced the panel's assessment of the applicant's request for funding.

Note: *Dissatisfaction with award denial or with award amount is not grounds for appeal.*

Requirements: The CAC is mandated both by federal and state regulations to fund only organizations that have proof of nonprofit status under sec. 501(c)(3) of the Internal Revenue Code, or under sec. 23701d of the California Revenue and Taxation Code, or entities that are a unit of government; and that comply with the Civil Rights Act of 1964, as amended; sec. 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Drug-Free Workplace Act of 1988; California Government Code secs. 11135-11139.5 (barring discrimination); the Fair Labor Standards Act, as defined by the Secretary of Labor in part 505 of title 29 of the Code of Federal Regulations; the Americans With Disabilities Act of 1990 ("ADA"); and the Fair Employment and Housing Act.

Ownership, Copyrights, Royalties, Credit: The CAC does not claim ownership, copyrights, royalties, or other claims to artwork produced as a result of a CAC grant. However, the CAC reserves the right to reproduce and use such materials for official, noncommercial purposes. In addition, the CAC requires documentation of grant activity and appropriate credit for CAC partial support.

Resources for California Local Arts Agencies

California Arts Council Website

The California Arts Council is one of the first state arts councils across the country to provide its applications on-line. Also available on-line are the *Guide to Programs*, the 100-plus page *Touring Artists Directory*, the California Arts License Plate application, the Council's press releases, and the Council's master calendar of events and due dates for grant applications. Check it out at <http://www.cac.ca.gov>.

Conferences

State-Local Partnership Program
Two-day Retreat for Professional Development
Asilomar Conference Center
Monterey, CA
February 1-3, 1998

Fundamentals of Local Arts Management Workshops:
Board Training
Sacramento, CA
March 2-3, 1998

Planning
San Diego, CA
March 5-6, 1998

Publications

Public Art Manual

A *Public Art Manual* has been published by the California Arts Council's Public Art and Design Program which may be helpful to arts agencies and government agencies who want to explore a public art program based on a percent for art ordinance. Major components are: examples of city and county public art ordinances in California; a summary of the results of a statewide public art and design survey; a documentation of the California Arts Council's Public Art Collection which was created by the former Art In Public Buildings Program.

A copy of the *Public Art Manual* is available by sending \$3 in postage to cover the cost of printing and postage. To order, contact the California Arts Council at (916) 322-6555 or call (800)-201-6201.

The Economic Impact Study of the Arts "The Arts: A Competitive Advantage for California"

The study is an economic analysis of the nonprofit arts sector, a collaborative effort between the CAC, KPMG Peat Marwick LLP, and Facts Consolidated. In 1993, \$2.159 billion was added to California's economy by nonprofit arts organizations that created 115,000 jobs and generated \$77 million in state and local tax revenues. The complete Study and a Fact Sheet are available upon request from the CAC. Contact April Geary at (916) 322-6588.

Performing Arts Touring and Presenting Program Touring Artists Directory

Local arts agencies who present the performing arts are eligible for fee support through the Performing Arts Touring and Presenting Program. The *Directory* includes eligibility criteria, guidelines for participation, application forms, as well as descriptions of participating performing artists. There are two deadlines to request fee support for 1998-99. The deadlines are March 13, 1998 and July 17, 1998. See program guidelines for specific details. Contact Patricia Milich at (916) 322-6385.

Creating an Effective Promotional Video: A Guide for Those in Performing Arts; Conferences

Local arts agencies can assist performing artists in their video promotions by telling them about a 20-page technical assistance publication of the CAC. It is available for \$7.50 plus \$1 shipping. (California residents add 54 cents tax, Sacramento County residents add 58 cents tax.) Send check or money order payable to "California Arts Council" to the Performing Arts Touring and Presenting Program. Annual Technical Assistance Conferences Presenter Technical Assistance Meetings will be held in 1998 with locations to be determined. See the CAC Website's calendar for meeting dates and locations.

Programs

Artists in Residence Program, Individual Artist Residency Guidelines and Application 1998-99

This program funds projects that emphasize long-term, in-depth interaction between professional artists and the public. Artists of all disciplines are eligible to apply. Local arts agencies can be a sponsoring organization for projects designed and developed by the artist and the sponsoring organization. Application deadline: February 6, 1997. Contact Carol Shiffman at (916) 322-6393.

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California Challenge Program

This program assists eligible arts organizations in obtaining new and increased private funding, and local public funding for eligible local arts agencies to support innovation and artistic excellence. The full criteria are listed in the *Guide to Programs*, and they include an annual income of at least \$100,000 in the most recently completed fiscal year at the time of application. Organizations with budgets between \$100,000 and \$999,999 are required to match awards on a 2:1 basis; those with budgets of \$1 million and above are required to match awards on a 3:1 basis. Application deadline: May 8, 1998. Contact Scott Heckes at (916) 322-6376.

Local Arts Education Partnership Program (LAEP)

The CAC, in partnership with the California Department of Education, will begin its third year of LAEP in 1998. The purpose of LAEP is to develop a locally-based, collaborative, inclusive approach to improving arts education, using existing community arts resources in a planned and coordinated way to strengthen basic arts skills and knowledge in public schools. Consortia of local arts agencies, local education agencies, and arts and community resources may apply for grants to plan, implement and evaluate comprehensive arts education programs in their local school districts. "Arts" include the four disciplines of dance, theater, music and the visual arts, as well as other art forms.

A local arts agency, working with its education and community partners, may apply for a matching grant of up to \$20,000 per year for up to three years to plan, implement, and evaluate comprehensive arts education programs in partnership with a school district or county office of education. Local arts agencies have first access to the grants and must send an initial letter of intent to apply. The letter must be postmarked on or before January 1, 1998, and mailed to the CAC.

LAEP Guidelines available: November 1997. Application deadline: April 17, 1998.

Organizations

Following is general information about programs, services, and grant opportunities for local arts agencies. Call or write the agency for further information.

Americans for the Arts

1000 Vermont Avenue, N.W. 12th Floor
Washington, DC 20005
(202) 371-2830
Fax: (202) 371-0424
Web: <http://www.artsusa.org>

(Formerly the National Assembly of Local Arts Agencies and the American Council for the Arts.)

Americans for the Arts is a new national organization for organizations and individuals in the United States committed to the arts and culture. The arts service organization was formed by merging the unique strengths of the American Council for the Arts and the National Assembly of Local Arts Agencies. Americans for the Arts will support the arts and culture through private and public resource development, leadership development, public policy development, information services, public awareness and education.

Membership gives access to a wide range of services and publications. Local arts agencies are encouraged to call Americans for the Arts to explore this important link to arts on the national level.

The 1998 Americans for the Arts Annual Meeting will be in Denver, Colorado from June 6-9, 1998. The convention brochure will be mailed to members either late November or early December 1997.

A new publications brochure for Americans for the Arts is available by calling (212) 223-2787, Extension 241.

**California Assembly of Local Arts Agencies
(CALAA)**

870 Market Street, Suite 640
San Francisco, CA 94102
(415) 362-0224
Fax: (415) 362-0225
email: CALAA@aol.com

CALAA is an 10-year-old statewide local arts agency service organization created to "champion local arts agencies and their growth which is essential for promoting the vitality of California communities." CALAA's constituents are organizations and individuals who use the arts as a tool in the pursuit of community development goals. Services include professional development

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opportunities, a statewide network that facilitates regular and timely communication in the field with a particular sensitivity to regional concerns, resources including newsletters and other publications, and advocacy at the national, state and local level, within and outside the arts community, to strengthen the base of support for the field.

The State-Local Partnership Program annually reviews a proposal from CALAA which requests funds to provide technical assistance services to the local arts agency field in California. Among the services that have been funded are: Peer Advisory Network for new agency directors, on-line technology program, support for the district meetings, district consultancies, *Radius*, and CALAA travel and administration to provide the contracted services.

Cultural Facilities Fund (CFF)

44 Page Street
Suite 604F
San Francisco, CA 94102
(415) 255-4849
email: cffsfba@aol.com

Established in 1993 to help cultural organizations to do a better job of planning and managing their facilities, the national program provides training on facilities-related issues, making planning grants, and will finance projects with loans. The San Francisco office gives workshops in the Bay Area.

The CFF believes that a facility is a means to an end. The goal is to make loans and give advice that result in facilities projects that are financially sound and advance the programs of arts agencies on a long-term basis.

Local arts agencies are encouraged to call the CFF to get dates for workshops in the Bay Area.

Special Initiatives

California Arts License Plate

The Arts License Plate fees generate a revenue source for the CAC. These funds are used for arts education and local arts programs. The Arts License Plate is available as a sequential plate or as a personalized plate. Information is available through the Department of Motor Vehicles offices throughout the state or through the CAC.

State-Local Partners have been active promoters of the Arts License Plate. License Plate brochures for distribution on the local level are available from the CAC. Call April Geary at (916) 322-6588 or the CAC's toll-free number at (800) 202-2601.

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1998-99 DEADLINES

State-County Partnership:

January 23, 1998

**Applications must be delivered or
postmarked
by 5 p.m. on deadline date.**

STAFF

**Sally Ann Davis, Manager
Louisa R. Vessell, Assistant Arts Grants
Administrator**

cils or commissions, civic arts programs, and city cultural affairs departments) designated by local government to apply to the program. Local arts agencies are required to implement local arts programs based on effective, broad-based community assessment and planning.

The program's objectives are:

- To increase the number of designated local arts agencies in partnership with the state;
- To increase support for quality artistic activities by supporting the programs, services, and arts policy development efforts of California's designated local arts agencies;
- To serve the cultural needs of local communities, including geographically isolated and economically disadvantaged communities;
- To broaden and leverage public and private support for the arts;
- To increase cultural expression and participation among the diverse and underserved populations of the state based on local planning and the goals of the California Arts Council; and
- To promote collaboration and cooperation among the state's local arts agencies.

Recognizing the need for continued support for established and developing local arts agencies as key to the cultural development of the State, these guidelines emphasize managerial standards and high quality arts development efforts as well as increasing access to the arts for Californians. The Partnership Program offers support for local arts agencies that meet the criteria for funding:

The State-County Partnership

General Operating Support for county designated local arts agencies.

Special Category: Technical Assistance support for new agency applicants or Local Partners that received technical assistance funding in FY 1997-98.

The State-County-City Partnership

City Support for designated municipal arts agencies to plan, implement programs, and promote arts policy development in collaboration with the County Partner.

Project support for cities is not available at the time of publication of these Guidelines. If there is a budget allocation later in the Fiscal Year, cities will be notified.

Purpose

The State-Local Partnership Program (SLPP) was established to foster cultural development on the local level through a partnership between the California Arts Council and the state's local arts agencies. The nature of this partnership includes funding, information exchange, cooperative activities, and leadership to stimulate and enable individuals, organizations, and communities to create, present, and preserve the art of all cultures to enrich the quality of life for all Californians.

A local arts agency is defined as a nonprofit organization, or an agency of city or county government, officially designated to provide financial support, services, or other programs for a variety of arts organizations, individual artists, and the community as a whole.

The goals of the SLPP are:

- To increase public awareness of, and participation in the arts of all cultures;
- To encourage local communities to foster the growth of arts resources to meet local needs;
- To provide access to high quality artistic experiences for all Californians; and
- To promote cooperation and collaboration among county and city arts agencies in planning, programming, and policy development.

The SLPP seeks to accomplish these goals through funding and technical assistance to local arts agencies (nonprofit arts coun-

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Funding Process

Funding is awarded through an annual competitive application/review process. Applicants must make a clear case for funding based on the quality of programs and services, diverse representation in governance and outreach, and a commitment to achieving and maintaining professional management standards. Priorities for funding are recommended by a peer panel review based on the stated funding criteria. Arts Council members make final decisions on all grants.

The funding amount for County Partner General Operating Support is the same for all applicant county arts agencies. Funding is recommended at \$30,000 pending the State budget allocation. Special Category applicants may receive technical assistance funding, generally at a lower amount than General Operating Support.

General Eligibility

Applicants must be designated by resolution of their county boards of supervisors (or city councils) to serve as the Local Partner. They must also meet the eligibility requirements of all Arts Council programs (see Requirements, inside front cover).

THE STATE-COUNTY PARTNERSHIP (Counties Only)

General Operating Support (Formerly called "Level One")

General Operating Support funding helps designated county arts agencies with general operating costs. New organizations or Local Partners that received technical assistance funding in FY 1997-98 should apply in the "Special Application Category" described in the Narrative Instructions. Applicants must fully meet CAC programming and managerial standards in order to receive support (see criteria for General Operating Support funding). County Partners must demonstrate significant local support reflecting the community's resources. This should include local government financial and in-kind support where feasible.

Funding for General Operating Support is awarded as a contract for services between the County Partner and the Arts Council. County Partners must provide:

- A public office staffed by a full-time director/public access to the agency during normal business hours;
- Information and referral services for the local community regarding local, state, and national arts programs;
- Hosted meetings for CAC as needed, without charge, when sufficient notice has been given;

- Cooperation, where feasible, in information gathering, and cooperative programming deemed by the CAC and the Partner to be mutually beneficial.

Matching Requirements

Minimum matching requirements are based on county population size (see Schedule for General Operating Support Funding). The required minimum match may be from any public or private source, including individual donations, corporate and foundation support, local and federal government funding, and earned income. State support may not be used as a match.

Generally, matching funds must be in cash. For counties with populations below 200,000, however, in-kind donated services for which a market value can be determined (such as printing, rent, advertising, and costs other than donated time), may be used for up to 50% of the required match.

Do not overmatch. Counties should request \$30,000 as stated in the guidelines and match the \$30,000.

Schedule for General Operating Support

Counties with populations under 75,000:

Maximum CAC Grant	\$30,000
Applicant Match (minimum)	20%

Counties with populations between 75,000 and 200,000:

Maximum CAC Grant	\$30,000
Applicant Match (minimum)	50%

Counties with populations over 200,000:

Maximum CAC Grant	\$30,000
Applicant Match	100%

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Funding Criteria

In addition to the formal designation by the County Board of Supervisors, County Partners must meet programmatic and managerial standards based on an agency cultural planning process to qualify for funding. Local arts agency programs should reflect the arts needs in the county. The application has been revised to enable applicants to address each of the three funding criteria. Each criteria must be addressed on a separate page. (See Narrative pages.)

Applicants will be reviewed and ranked according to the following criteria:

1. Local Arts Networking and Facilitation

County Partners serve as a resource for planning, coordinating, implementing, and disseminating information about local cultural activities. This role will be determined by needs of local artists and arts groups, including municipal arts agencies, in the county.

County Partners should be a link between artists and arts organizations and local government, business, educational institutions, and the general public. County Partners should receive local government support through funding, cooperative partnerships, donated services, and/or access to administrative and technical resources. This may include joint projects or collaborative activities with redevelopment agencies, parks and recreation programs, visitors and convention bureaus, planning and economic development bodies, and other city/county agencies.

County Partners should assist in formulating public policies conducive to the growth and professionalization of the arts of the local level.

County Partners should provide technical assistance and funding to support local arts development. Partners should demonstrate that assessment, planning, programs, and services are developed with broad-based input from the arts community and the general public.

2. Accessibility

The criteria of accessibility should be addressed in terms of culture, geography, and economics. Each appears to greatly influence the programs and services developed by the County Partner.

This discussion should provide a context of the county's unique cultural, geographic, and economic characteristics which help define the community served by the County Partner.

Cultural Diversity

Programs and services that foster, promote, and provide exposure to the variety of cultural expressions in California should be integral to the mission and activities of the County Partner. A County Partner should be a catalyst for increasing cultural exchange and understanding and have broad demographic, social, geographic, and cultural representation in programs, services, and governance. Programs and services should include accessible programming for older and disabled persons. (See Requirements, inside front cover.)

Include the agency's policy which is developed with broad demographic communities that is the basis of program and outreach activities for these audiences.

Geographic Setting

Programs and services may be developed because of or to address the unique geographic setting of the County Partner. Geographic characteristics might include the county's size, physical features including distance between population centers and population location, mountains, forests, deserts or urban/rural areas. These influences should be described.

Economic Base

The county's economic base should be described in terms of the County Partner's fiscal setting. Factors might include per capita income, population growth, the economic health of county government, access to or no access to corporate or foundation funders, and the viability of the business community.

3. Managerial and Fiscal Competence

County Partners must demonstrate adequate staffing to serve the administrative needs of the organization. This includes the full-time equivalent of a professional administrator with experience necessary to deal effectively with issues of arts and nonprofit management. Compensation must be at a professional level. Opportunities for staff training and professional development should be integral to the management strategy. Personnel policies should be developed in writing and an evaluation process should be part of a regular operations. The County Partner must have a written agreement with its director which includes salary, benefits, vacation, and sick leave.

The Board of Directors must provide policy direction, appropriate fiscal controls, and be committed to fund-raising for the agency.

In addition to broad demographic representation, board expertise in the arts, business, education, and local government is highly desirable.

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A diversity of income sources from public and private sectors may be necessary for stable, long-term growth. Plans for fiscal growth to support quality programs and services, and to meet budget projections, are evidence of managerial and fiscal competence.

The County Partners should demonstrate that they have an appropriate planning process involving broad-based community participation to ensure long-term programming and administrative growth.

The agency should be up to date technologically with email and internet access capability.

Managerial competence requires the establishment of equitable and effective decision-making processes, including a clear conflict of interest procedure in all program, employment, and financial decisions.

Policies and Procedures

Regional Partnerships: Regional partnerships may be eligible for General Operating Support for each county in the regional partnership. Regional approaches are encouraged where feasible. Regional partnerships may include a legal merger of two or more Partner agencies or a consortium of applicants. Regional requests must be justified in terms of the review criteria and the impact of funding request. Regional partner applicants must give evidence of and statistically document service and program equity in each county.

New Partners: A new organization designated as the Local Partner may be required to submit quarterly progress reports.

Non-Funded Partners: If an applicant organization is denied funding for two years, the Partner may be disqualified from reapplying.

Technical Assistance Award: An applicant may, in lieu of funding for General Operating Support, be recommended to receive technical assistance funding in an amount determined by the review panel and approved by the California Arts Council.

The type of technical assistance will be formulated with guidance from the SLPP staff. The applicant must submit quarterly reports.

Professional Development Assistance Programs

Each fiscal year, depending on the SLPP budget and the needs of the field, professional development assistance opportunities will be provided to the state's local arts agencies in collaboration with the California Assembly of Local Arts Agencies (CALAA), a service organization dedicated to providing professional development opportunities to the state's local arts agencies.

A limited number of workshops and training opportunities will be available to local arts agency administrators, board members, and volunteers based on needs expressed by the field. Past efforts have included basic arts agency management workshops, conferences, leadership training for experienced managers, and publications.

Under the CALAA umbrella, the state is divided into 10 districts. The district chair or cochairs are responsible for calling quarterly meetings for local arts agencies in each district.

A Grant Cannot Fund:

1. Out-of-state travel or activities;
2. For-profit organizations;
3. Programs inaccessible to the public;
4. Ongoing programs or expenses of elementary or secondary school districts;
5. Projects that are part of the curricula of colleges or universities;
6. Capital expenditures; such as equipment purchases, building improvements;
7. Hospitality or food costs;
8. Trusts or endowment funds;
9. Projects with religious or sectarian purposes;
10. Expenses incurred before contract starting date;
11. Supplanting of salaries or expenses already supported by local government spending.

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Application Form Instructions

The SLPP has a multi-year application schedule for County Local Partners.

The schedule assigns County Local Partners to either a full application requirement or a second year report. The schedule is on page xi.

Instructions for the full application and the second year report are on page xii. Applicant must use SLPP application format. Do not alter application pages.

Please read the application requirements carefully. Because of limited time, SLPP staff cannot follow up on application details. Applications are forwarded to the SLPP review panel as they are submitted to the CAC. The review panel will meet on March 18, 19 and 20, 1998. The meeting is open to the public and will be held at the CAC in Sacramento.

SLPP panel recommendations will be given to the California Arts Council for approval at its June 1998 public meeting.

The instructions which follow correspond to certain specific sections of the application form.

Organizational Budget Summary

The organizational budget summary must be filled out completely by all applicants. Indicate the organization's fiscal year. For the indicated fiscal years, list the total income (I.) and expenses (II.) in the categories shown. For all three years, list each item (category) in the income and expense portions of the budget and the percentage it is of the year's income.

Use the budget pages in the application and follow the instructions below:

1. A balanced budget should be projected for the grant year (FY 1998-99).
2. All organizational funds, including State-Local Partnership, funds should appear on this budget.
3. For both income and expenses, calculate each line item's percentage each category is of the total income for that fiscal year. The total of all line items percentages must equal 100% of the income and expense grand totals.
4. Round off figures to the nearest dollar.
5. A surplus is the amount remaining after expenses have been paid for the year. A deficit is the amount of expenditures in excess of the income for that fiscal year. Enclose deficit figures within parentheses.
6. Include only operating funds in line item IV, "Carryover Fund Balance at Beginning of Year." Do not include value of endowments, restricted funds, or capital assets. For current and projected years, this figure should correspond to line VII

of the previous column. Add the accumulated surplus or deficit, line items III plus item IV and enter in space V.

7. Include fund transfers, special gifts, etc., in line item VI, "Other Net Adjustments." Indicate deficit adjustments within parentheses. Enter the "Balance at Year End," item VII.
8. Include the value of in-kind fees and services, capital acquisitions, space rental, and volunteer service (artistic, administrative and technical) in item VIII. If the total exceeds 10% of total income (line 18), attach a schedule.
9. Include pass-through funds in line item IX; do not add pass-through funds into total budget or include as a percentage of income. Pass-through funds are not raised or earned by your organization. A fee earned for administering pass-through if your organization serves as a fiscal agent for another organization that does not have its 501(c)(3) nonprofit status, is considered income and should be listed on the earned income portion of the budget.
10. Regranting funds are not pass-through funds if your organization earns the money to be disbursed. If you administer a granting process for the city or county and the city or county issues the check, the regranting funds are considered pass-through funds.

Budget Notes

"Budget Notes" are important documentation. They should be submitted to explain any noticeable increases or decreases in line items from one year to the next for income and expense sides of the budget, whether a fund balance has been encumbered for a particular use, whether it is a true surplus, or how a deficit will be rectified.

Under I. Income

If you enter a figure for item 4. Local/Municipal Government, in the budget notes break down source of funds, i.e., Governmental Appropriation, Transient Occupancy Tax, Redevelopment Agency, Tax Initiatives (Tobacco Tax, Other), Percent for Art Ordinance, or Other. Indicate appropriate dollar amounts and percentages.

Under II. Expenses

If you enter a figure for item 19. Personnel/Artistic, complete the following information in Budget Notes:

1. On what time basis do you pay performers: Per performance, per week, other (explain).
2. Range of pay/performer: indicate pay or range of pay (if applicable).

Definition of Income Sources

1. Fund-raising events should generally be listed as contributed or unearned income because they are not associated directly with your organization's ongoing activities.

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2. Income from performances, exhibits, and other activities whose purpose is to promote, produce, or present the arts, should be listed as earned income, i.e. admissions, tuition, product sales, etc.
3. Facility expenses should include rent, utilities, office materials, insurance, etc.
4. Regranting expenditures should be listed on line 25 if not pass-through.

Compliance Certification

The application must be signed by an officer who has legal authority to obligate the organization. The required signatures by the authorized agents certify that the applicant organization meets the program's general eligibility requirements.

Narrative Instructions for County General Operating Support

New County Local Partner organizations should check the "Special Application Category." Only Special Application Category organizations can submit a cover letter that outlines the applicant's narrative case for funding, including a brief history of the organization, community cultural planning, and/or other issues relevant to the applicant agency.

With the multi-year ranking system, only certain agencies need to complete the full application. See page xi for a list of those County Local Partners who must complete a full application and those County Local Partners who will complete a second year report.

The full application narrative should be specific and address each of the three funding criteria. Briefly describe how funding will be used to meet the criteria and help fulfill your organization's mission. Complete the General Operating Support budget form and indicate grant and applicant match expenditures. Partners should request \$30,000.

The full application narrative should be specific and address each of the three funding criteria. Briefly describe how funding will be used to meet the criteria and help fulfill your organization's mission. Complete the General Operating Support budget form and indicate grant and applicant match expenditures. Partners should request \$30,000.

General Instructions for Applicants

Current Program Description Page 9: Briefly describe current programs, summarizing overall program emphasis. List the new programs, services and activities planned.

Returning Applicants Supplemental Page 10: Applicants should describe significant staff, budget and/or programming changes during the last fiscal year. Responding to panel comments is optional but strongly encouraged.

Regranting Process Supplemental Page 11: Applicants with regranting programs must include this page. To facilitate the review process, separate the regrant program guidelines/application and list of grantees as Supplement C Attachment (see page xii).

Arts in Education Supplemental Page 12: Applicants with arts education programs must submit this page to document the organization's services to the community. To facilitate the review process, separate any additional materials as Supplement D Attachment (see page xii).

Board List: List the board members or commissioners, including the cities in which they live, a short description of their qualifications (professional and/or vocational affiliations), and terms of office (dates and tenure). If applicable, provide the same information for your organization's advisory board(s). Do not include full resumes of board members.

Staff List: List key staff members, job titles, major responsibilities, and the average number of hours worked per week. Short biographies (half page limit each) on key staff members should be included.

Financial Statement: Applicants with annual budgets in excess of \$50,000 must submit a financial statement for the last completed fiscal year.

Local Government Resolutions: County applicants must obtain a resolution from the local government body that approves and authorizes the agency to submit the proposal and to execute the grant contract if awarded. This should be attached to the front of the application form.

Articles and Reviews: (Limit to three). Applicants may submit articles or reviews that show the quality of the organization's activities and its role in the community.

Letters of Support: (Limit to three) Letters of Support should only be submitted if crucial to documenting the information included in your proposal or if you feel the review panel will get a better see of community outreach.

State-Local Partnership Program 1998-99

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Other Documentation: Audio/visual materials may be included in the application package only if relevant to the funding request. If documentation is important to the panel's review of program quality, select the best materials available.

Note:

If you wish to have materials returned, please provide an appropriate self-addressed mail container with adequate postage.

Include as Appropriate:

- A. Slides or Photos (10 maximum), numbered sequentially, top indicated, and label with name of applicant organization and identity of artist(s); include a log describing content in one or two sentences.
- B. Audio Cassettes Tapes should be labeled with name of applicant organization and identity of artist(s); include a log of selection in sequence, indicating title, performing artist(s), instrumentation and length; and show a recent performance.
- C. Video Cassette Tapes (VHS only) should be labeled with the name of the applicant organization and identity of the artist(s); include a log of selections on the tape, a brief description of the activity shown, and the approximate sequence length.

Other Related Opportunities



Governor's Conferences on the Arts: The CAC sponsors annual Governor's Conferences on the Arts, focusing on a general theme each year. Past themes have included Arts and Education, Cultural Tourism, Arts and Technology, and the Globalization of Culture. Contact Gloria Woodlock.

Arts License Plate Fund-

ing: Proceeds from the funding for the Arts License Plate, depicting a scene created by California artist Wayne Thiebaud benefits arts education and local arts program-

ming throughout the state. For further information or to request brochures for distribution at performances, contact April Geary.

© Thiebaud ♥ 1993



Other California Arts Council Resources

Grants Programs

Organizational Support Program. For all disciplines, including nonprofit performing arts groups and presenters (or those using a fiscal receiver). Grants are made for general operations or project-related purposes. Amounts are based on organizational budget size. Contact Scott Heckes.

Multi-Cultural Entry Program. Provides support for traditional and contemporary activities of culturally specific and multi-cultural arts groups/organizations; introduces culturally specific and multi-cultural arts groups to CAC granting programs, and provides interested groups with technical assistance to increase their chances of successfully competing for CAC and other agencies' grants programs. Contact Josie Talamantez or Lucero Arellano.

Performing Arts Touring and Presenting Program. Assists artists and presenters in bringing high quality performing arts to communities throughout the state. The program accomplishes this goal by providing organizations artist fee support when they choose to present CAC Roster Artists (those included in the CAC's *1998-99 Touring Artists Directory*). Fee support is the reimbursement of a portion of the fees paid to the artists in return for their services in the host community. Artists/ensembles wishing to apply to be included in the CAC's *Touring Artists Directory* need to have a consistent touring history over the past two seasons. Artists/ensembles do not need to have nonprofit status. Contact Patricia Milich or Rob Lautz.

More detail about these and other CAC programs is available in the CAC's *1998-99 Guide to Programs*.

State-Local Partnership Program 1998-99
Guidelines & Application • Application Deadline: January 23, 1998

**Fiscal Year 1998-99 Multi-Year Applications Schedule
for County Partners**

1998/99 Full Application*

County	Population
Alpine	1,113
El Dorado	142,200
Fresno	776,200
Imperial	140,500
Kern	628,200
Lake	54,800
Lassen	34,450
Los Angeles (County)	9,488,200
Los Angeles (City)	3,485,398
Mono	10,400
Napa	120,800
Nevada	86,600
Orange	2,659,300
Plumas	20,350
Sacramento	1,140,600
San Benito	44,350
San Bernardino	1,587,400
San Diego (City)	1,197,676
San Francisco	778,100
San Joaquin	535,400
San Luis Obispo	234,100
Santa Cruz	245,600
Sierra	3,360
Solano	375,400
Tuolumne	52,100
Yuba-Sutter	60,500—74,700

1998/99 Second Year Report*

County	Population
Alameda	1,375,900
Amador	33,750
Calaveras	36,500
Contra Costa	879,200
Del Norte	28,250
Humboldt	126,600
Inyo	18,350
Madera	111,600
Marin	242,200
Mariposa	16,000
Merced	201,000
Modoc	10,150
Monterey	371,500
Placer	209,700
Riverside	1,380,000
San Mateo	701,100
Santa Barbara	398,000
Santa Clara	1,653,100
Shasta	162,700
Sonoma	426,900
Stanislaus	419,500
Trinity	13,400
Tulare-Kings	355,500—118,200
Ventura	716,800
Yolo	154,500

* **Note:** If an applicant is in a Special Category, receives Technical Assistance, and/or has had a new executive director in the fiscal year, the applicant will submit a full application to enable the SLPP review panel to assess the current state of the County Local Partner.

State-Local Partnership Program 1998-99
Guidelines & Application • Application Deadline: January 23, 1998

Deadlines

State-County Partnership Application January 23, 1998

Instructions for Application Form

- All applicants submit the original and 10 copies of the application form and attachments collated into sets (except for Resolution from Local Government that goes with the original application).
- **The application and attachments must be typed and in a standard, legible typeface and in an 8 1/2" x 11" format. Do not reduce type.**
- **Applicant must use SLPP application as format. Do not alter application pages.**
- Label all attachments with your organization's name in the upper right-hand corner.
- Number attachments sequentially.
- Reproductions of the application must be readable.
- Grant package must be complete; incomplete applications will not be processed.
- Failure to include the requested information may result in rejection of your request.
- Do not add additional pages unless it is allowed by the instructions.
- Applications must be postmarked by the deadline.
- If you have questions, call the State-Local Partnership Program at (916) 322-6347 or (916) 322-6329.

Checklist for Assembling Full Application

See application schedule, page xii.

- | | |
|--|---|
| <input type="checkbox"/> Resolution from Local Government (one copy) | <input type="checkbox"/> Letters of Support (limit three) |
| <input type="checkbox"/> Application Form | <input type="checkbox"/> Articles/Reviews (limit three) |
| <input type="checkbox"/> Current Program Description | <input type="checkbox"/> Financial Statement (if budget exceeds \$50,000 for last completed fiscal year). Needs to include at a minimum: (1) balance sheet; (2) statement of revenues, expenditures and changes in fund balance for the most recently completed fiscal years. |
| <input type="checkbox"/> A Brief Description of New Programs | <input type="checkbox"/> Supplemental Materials: |
| <input type="checkbox"/> B Returning Applicants' Supplemental Page | 1) Regranting Process Description (Supplement C Attachment) |
| <input type="checkbox"/> C Description of Regranting Process (if applicable) | 2) Art in Education Description (Supplement D Attachment) |
| <input type="checkbox"/> D Description, Arts in Education (if applicable) | 3) Other |
| <input type="checkbox"/> E Board List | |
| <input type="checkbox"/> F Staff List/Short Biographies | |

Checklist for Assembling Second Year Report

See application schedule, page xii.

- ☐ Local Government Resolution (one copy)
- ☐ Page 1, Applicant Information
- ☐ Pages 2 and 3, Organizational Budget Summary **with Budget Notes**
- ☐ Page 8, Budget: General Operating Support
- ☐ Page 10, Returning Applicant's Supplemental Page, A and B
- ☐ Page 11, Supplemental Page—Regranting (if applicable). Provide statistics only; narrative not needed.
- ☐ Page 12, Supplemental Page—Arts in Education (if applicable). Provide statistics only; narrative not needed.

State-Local Partnership Program 1998-99
Guidelines & Application • Application Deadline: January 23, 1998

Applicant and Organizational Information

Applicant Information

- A. General Operating Support Request (counties): \$ _____
- B. Special Application Category: \$ _____

Organization Information

- A. Name of Organization—provide popular name and legal name, if different:

 Federal Employer ID #

- B. Address:

 Phone
 (____) _____
 Fax
 (____) _____
 Email

 Website
 http:// _____
- C. Executive Director

 Phone
 (____) _____

- D. Contact Person, Board of Directors/Commission:

- E. County (or City) Government Contact
 name

 title

 address

 phone

- List numbers for the following:
- F. U.S. Congressional District(s): _____
 State Senate District(s): _____
 State Assembly District(s): _____
- G. Type of Organization:
☐ Private Nonprofit
☐ County Board or Commission
☐ Municipal Board or Commission

Personnel Information

Number of staff: Indicate the numbers and percentages of all personnel (salaried, contracted, and non-paid) in your organization by the following categories:

	Number of paid full-time staff	Number of paid part-time staff	Number of nonpaid staff (volunteers)
Artistic			
Administrative			
Technical			

State-Local Partnership Program 1998-99
Guidelines & Application • Application Deadline: January 23, 1998

Organizational Budget Summary

Fiscal Year begins _____
 (month)

	COMPLETED		CURRENT		PROJECTED	
	FY 96-97	% of Budget	FY 97-98	% of Budget	FY 98-99	% of Budget
I. INCOME						
A. Contributed						
1. Federal Government	_____	_____	_____	_____	_____	_____
2. State Government Grants Awarded (do not include this request)	_____	_____	_____	_____		
3. Grant Amount Requested					_____	_____
4. Local/Municipal Government	_____	_____	_____	_____	_____	_____
5. Individual Contributions	_____	_____	_____	_____	_____	_____
6. Business/Corporate Contributions	_____	_____	_____	_____	_____	_____
7. Foundations	_____	_____	_____	_____	_____	_____
8. Memberships	_____	_____	_____	_____	_____	_____
9. Fund-raising Events (gross)	_____	_____	_____	_____	_____	_____
10. Other: _____	_____	_____	_____	_____	_____	_____
Subtotal Contributed	_____	_____	_____	_____	_____	_____
B. Earned						
11. Admissions	_____	_____	_____	_____	_____	_____
12. Touring	_____	_____	_____	_____	_____	_____
13. Other Contracted Services	_____	_____	_____	_____	_____	_____
14. Tuition/Workshops	_____	_____	_____	_____	_____	_____
15. Product Sales/Concessions	_____	_____	_____	_____	_____	_____
16. Investment Income	_____	_____	_____	_____	_____	_____
17. Other: _____	_____	_____	_____	_____	_____	_____
Subtotal Earned	_____	_____	_____	_____	_____	_____
18. Grand Total Income (A+B)	_____	_____	_____	_____	_____	_____
II. EXPENSES						
A. Personnel						
19. Artistic Full-time	_____	_____	_____	_____	_____	_____
Other Artistic	_____	_____	_____	_____	_____	_____
20. Administrative Full-time	_____	_____	_____	_____	_____	_____
Other Administrative	_____	_____	_____	_____	_____	_____
21. Technical Production Full-time	_____	_____	_____	_____	_____	_____
Other Technical Production	_____	_____	_____	_____	_____	_____
Subtotal Personnel	_____	_____	_____	_____	_____	_____
B. Operating Expenses						
22. Facility Expenses/Space Rental	_____	_____	_____	_____	_____	_____
23. Marketing	_____	_____	_____	_____	_____	_____
24. Production Exhibition	_____	_____	_____	_____	_____	_____
25. Regranting	_____	_____	_____	_____	_____	_____
26. Fund-raising Expenses (gross)	_____	_____	_____	_____	_____	_____
27. Other (if greater than 10% of budget, attach separate schedule)	_____	_____	_____	_____	_____	_____
Subtotal Operating	_____	_____	_____	_____	_____	_____
28. Total Expenses (A plus B)	_____	_____	_____	_____	_____	_____
29. Surplus Income (Deficit) at year end (item 18 minus item 28)	_____	_____	_____	_____	_____	_____

State-Local Partnership Program 1998-99**Guidelines & Application • Application Deadline: January 23, 1998****Organizational Budget Summary (Continued)**

	COMPLETED		CURRENT		PROJECTED	
	FY 96-97	% of Budget	FY 97-98	% of Budget	FY 98-99	% of Budget
III. Operating Surplus/Deficit from above	_____	_____	_____	_____	_____	_____
IV. Carryover Fund Balance at Beginning of year (Surplus or Deficit)	_____	_____	_____	_____	_____	_____
V. Accumulated Surplus/Deficit (item III plus item IV)	_____	_____	_____	_____	_____	_____
VI. Other Net Adjustments	_____	_____	_____	_____	_____	_____
VII. Balance at Year End (item V plus item VI)	_____	_____	_____	_____	_____	_____
VIII. In-kind Contributions (attach schedule if greater than 10% of total income)	_____	_____	_____	_____	_____	_____
IX. Pass-through Funds (i.e., as fiscal agent, etc.)	_____	_____	_____	_____	_____	_____
X. Regranting Funds Pass-through	_____	_____	_____	_____	_____	_____

Budget Notes should be submitted to explain any noticeable increases/decreases in line items. Use extra page for budget notes, attached schedules, etc. (See page viii for explanation.)

Compliance

I certify that the applicant organization has proof of nonprofit status under sec. 501(c)(3) of the Internal Revenue Code, or under sec. 23701d of the California Revenue and Taxation Code, or that applicant is a unit of government; that applicant has been consistently engaged in arts programming for a specific number of years prior to time of application; that applicant complies with the Civil Rights Act of 1964, as amended; sec. 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; observes provisions of the Drug Free Workplace Act of 1988; and California Government Code secs. 11135-11139.5 (barring discrimination); that applicant complies with the Fair Labor Standards Act, as defined by the Secretary of Labor in part 505 of title 29 of the Code of Federal Regulations; the Americans With Disabilities Act of 1990; and the Fair Employment and Housing Act; that applicant has its principal place of business in California; has completed prior contract evaluations, if applicable; and has approval of applicant's board of directors or other governing body. I hereby certify that to the best of my knowledge and belief, the data in this application and in any attachments hereto are true and correct.

Applicant

Fiscal Receiver (if applicable)

Signature, Authorized Board Member_____
Date_____
Signature, Authorized Official_____
Date_____
Typed Name and Title_____
Date_____
Typed Name and Title_____
Date

Organization Name: _____

State-Local Partnership Program 1998-99

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Organizational Information

On this page, briefly describe only the following points: (a) the organization's history and purpose; (b) its relationship to local government; (c) how the arts agency obtains community input; and (d) the profile of the artistic community in the county served by the arts agency. Organizations that are city or county commissions should explain their government structure in (b).

Organization Name: _____

State-Local Partnership Program 1998-99

Guidelines & Application • Application Deadline: January 23, 1998

State-County Partner Applicants: General Operating Support

1. Summarize your request in two lines:

2. On this page, and the following two pages, describe how your agency meets the three funding criteria: (1) Local Arts Networking and Facilitation; (2) Accessibility; and (3) Managerial and Fiscal Competence. Use one page for each criteria.

Organization Name: _____

State-Local Partnership Program 1998-99

Guidelines & Application • Application Deadline: January 23, 1998

Funding Criteria (Continued)

Organization Name: _____

State-Local Partnership Program 1998-99

Guidelines & Application • Application Deadline: January 23, 1998

Funding Criteria (Continued)

State-Local Partnership Program 1998-99
Guidelines & Application • Application Deadline: January 23, 1998

Budget: General Operating Support

	Annual Salary	Benefits	CAC/SLPP Grant	Applicant Match*
A. Salaries				
Executive Director	_____	_____	_____	_____
Other Staff	_____	_____	_____	_____
_____	_____	_____	_____	_____
Artistic (include production and technical personnel)	_____	N/A	_____	_____
_____	_____	_____	_____	_____
Outside Professional Services	_____	N/A	_____	_____
_____	_____	_____	_____	_____
Subtotal	_____	_____	_____	_____
		Rate or Expense		Applicant Match*
B. Operating Expenses				
Rental Space	_____	_____	_____	_____
Rental Equipment	_____	_____	_____	_____
Office Expenses	_____	_____	_____	_____
Travel (in-state)	_____	_____	_____	_____
Other (specify)	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Subtotal	_____	_____	_____	_____
		Amount		Applicant Match*
Regranting	_____	_____	_____	_____
Grand Total	_____	_____	_____	_____
C. Source of Match (identify sources of income in Applicant Match column)				
Local Government/County			\$	_____
Local Government/Cities			\$	_____
Foundation/Corporate Contributions			\$	_____
Private Contributions (individual)			\$	_____
Earned Income			\$	_____
In-Kind (applies to counties with less than 200,000 population)			\$	_____
Other (specify)			\$	_____
_____			\$	_____
_____			\$	_____
Total Match			\$	_____

*See program guidelines for appropriate match percentage.

State-Local Partnership Program 1998-99
Guidelines & Application • Application Deadline: January 23, 1998

Current Program Description

Using the space provided, briefly describe the current agency programs.

- ☐ 1. Regranting: (must also complete supplementary questionnaire page 11):

- ☐ 2. Technical Assistance:

- ☐ 3. Touring/Presenting:

- ☐ 4. Galleries/Exhibitions Accessible to the Public:

- ☐ 5. Percent for Art Ordinance/Art in Public Places Program:

- ☐ 6. Arts in Education (must also complete supplementary questionnaire, page 12):

- ☐ 7. Newsletter/Calendar/Information Services (i.e., directories, mailing lists, resource library):

- ☐ 8. Fairs/Festivals (sponsored by applicant):

- ☐ 9. Conferences (sponsored by applicant):

- ☐ 10. Other:

If applicable, list new programs, services, or activities planned for FY 97-98 on the following page.

State-Local Partnership Program 1998-99

Guidelines & Application • Application Deadline: January 23, 1998

A. Brief Description of New Programs, Services, or Activities Planned for FY 98-99

B. Returning Applicants Supplemental Page

In the space below, answer the following questions:

1. Describe significant staff, budget, and/or programming changes since the last fiscal year.
2. Respond to last year's panel comments, if relevant and/or desired.

State-Local Partnership Program 1998-99
Guidelines & Application • Application Deadline: January 23, 1998

C. Supplemental Page • Regranting Process Description

Attach a copy of your program guidelines/application should be placed at the end of the application -- not attached to this page. (See Checklist for Assembly Application.)

1. Amount allocated for regranting in FY 1996-97: \$ _____
2. Amount available for regranting in FY 1997-98: \$ _____
3. Amount projected for regranting FY 1998-99: \$ _____
4. For FY 1996-97, answer the following questions:
 - A. Check the source(s) for regranting funds below:

<input type="checkbox"/> SLPP	<input type="checkbox"/> Transient Occupancy Tax (hotel/motel/bed tax)
<input type="checkbox"/> City General Fund	<input type="checkbox"/> Earned Income
<input type="checkbox"/> County General Fund	<input type="checkbox"/> Unearned Income (foundation, corporate, business, or individual donations and grants)
 - B. How many grants were awarded to individuals and organizations? _____ Individuals _____ Organizations
 - C. For grants to individuals, check the types of grant awards and dollar range of award.

<input type="checkbox"/> Fellowships (\$ _____)
<input type="checkbox"/> Residency in Schools, Communities, and/or Social Institutions (\$ _____)
 - D. Attach a list of each grant awarded and the amount granted in the previous completed fiscal year.
5. Answer the following questions using the space below and one additional page if needed.
 - A. Does your organization use a peer review panel system in making grant allocations: ☐ Yes ☐ No
 If yes, list the most recent panelists and their qualifications.
 If no, describe who makes grant decisions and their qualifications.
 - B. Describe the major grant categories (i.e., organizational support, special projects, etc.)

State-Local Partnership Program 1998-99
Guidelines & Application • Application Deadline: January 23, 1998

D. Supplemental Page • Art in Education Description

Attach a copy of your program guidelines/description at the end of the application -- not attached to this page. (See Checklist for Assembly Application.)

1. Allocations:	Partner	School/Collaborator Match
A. Amount allocated in FY 1996-97:	\$ _____	\$ _____
B. Funding Available in FY 1997-98:	\$ _____	\$ _____
C. Funding projected for FY 1998-99:	\$ _____	\$ _____

2. For FY 1996-97, answer the following:

A. Payment to Artists: \$ _____	B. Rate of pay to residency artists: _____ per _____
Administrative Salaries: \$ _____	Number of residency artists: _____
Operating Expenses: \$ _____	Number of site residencies: _____
Total Program Budget: \$ _____	Length of site residencies: _____
	Number of performing arts presentations: _____
	Rate of pay per performance: _____
	Estimated number of students served: _____

Respond to the following, using the space below and one additional page:

3. State the agency's arts in education philosophy or mission statement.
4. Describe the artist screening process including the criteria for judging the artist's professional qualifications.
5. Describe the agency's artist training and orientation process.
6. Describe how the training reflects the State Department of Education's **Visual and Performing Arts Framework**.
7. Describe how the agency collaborates with schools and/or community (non-school) agencies.

State-Local Partnership Program 1998-99

Guidelines & Application • Application Deadline: January 23, 1998

E. Board List

On a separate page, type the following information in the format below:

Board Member/City of Residence
(do not attach resumes)

Professional and
Avocational Affiliation

Tenure
(year service began)

F. Staff List

Using this page, and a separate page if necessary, include one-paragraph biographies of key staff members. Do not include resumes.



California Arts Council
State-Local Partnership Program
1300 I Street, Suite 930
Sacramento, CA 95814

Check out the latest news!

In order to better serve you, we've increased the ways in which you can contact us:

Phone: 916-322-6555

Fax: 916-322-6575

Email: cac@cwo.com

Web site: <http://www.cac.ca.gov>

This application can also be found on our Web site and downloaded onto your printer. And starting this year, you have the option to fill out this application on-screen if you access it from our Web site. For more information, visit our Web site or contact Gay Carroll, Public Information Officer, at 916-322-6580 or email her at cac@cwo.com



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